

23 AUG 1976

MEMORANDUM FOR: Chief, Management and Assessment Staff, DDA

STATINTL FROM : [REDACTED]
Chief, Information and Privacy Staff

VIA : Assistant for Information, DDA

SUBJECT : Followup on Presidential Management Initiatives

1. It is my understanding that you would like us to identify those functions that exist within our present system against which we maintain productivity measurements.

2. We do within the Information and Privacy Staff periodically conduct productivity checks of both case officers and typists. As for case officers, we have tabulated over a period of several weeks the average number of cases each officer has completed within that week as compared to the production of his peers. Similarly, there is a periodic count on the number of pages each typist produces during a period of one week. These checks usually do not last for more than two or three weeks.

3. I would like to point out that counting the number of cases or the number of pages or the number of widgets is done only on a periodic basis to give us a spot check on the individual's productivity. We do not do it on a continuing basis because counting widgets requires a widget counter, and if someone is counting widgets they are not working on cases.

4. I would also like to point out that the staff has established a standard weekly production level of 83.5 cases. The comparative results of each week's production against a standard is provided in our weekly report to the DDA.

5. If I can be of any assistance or provide additional information, do not hesitate to contact me.

[REDACTED]

STATINTL